


REHM GRINAKE CONSTRUCTION CO. LTD

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PROTOCOL FOR POST CONFINEMENT RESUMPTION OF DUTY (COVID-19)

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DOCUMENT NAME	PROTOCOL FOR POST CONFINEMENT RESUMPTION OF DUTY (COVID-19)		
EFFECTIVE DATE	15 APRIL 2021		
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PATH NAME	https://rgmur.sharepoint.com/sites/hr/PoliciesandProcedures/SitePages/Home.aspx		
DATE OF NEXT REVIEW	01 APRIL 2022		

REVISION HISTORY

REV	DATE	REVISED BY	REVISION
02	April 2021	EXCO & COVID-19 TASK TEAM	<p>'No greeting' has been added to section 3.1.4.</p> <p>'All employees will be provided with 2 reusable facemasks' has been deleted from section 5.3.</p> <p>'Face mask' is removed from section 6.6.2.5.</p> <p>'Fogging of sites using the sprayers with appropriate chemicals should be carried out prior to opening of sites, as far as is reasonably practical.' This line is deleted from section 12.2.</p> <p>The word 'mask' is removed from section 13.4.</p> <p>Annual leave deduction for '2021' has changed to 2022.</p> <p>Temperature of more than 38°C from section 17.2 has changed to 37.5°C.</p>
01	April 2020	EXCO & COVID-19 TASK TEAM	Initial version

1.0 PROTOCOL

- 1.0 This protocol is an official RG document that lists the requirements (as far as reasonably practicable) to be observed on all RG sites, Offices and Yard.
- 1.2 It is understood that to minimise the risks of spread of infection, **collaboration of all parties is essential.**
- 1.3 This protocol will remain in place until the authorities have indicated otherwise / until RG indicates, except in case where there have been cases of Covid-19 amongst workers.
- 1.4 This protocol will be reviewed and amended as and when appropriate.
- 1.5 It is understood that this protocol will be overridden by any official Government Guidelines.

2.0 OBJECTIVES

- 2.1 The objective of this protocol is to ensure that resumption of duty, post the confinement period, is implemented, on all RG sites, offices and Yard, in such a manner, that all our employees:
 - 2.1.1 As far as is reasonably practicable, be safe and operate in an environment that is safe and without risk to health.
 - 2.1.2 Strictly observe all health and hygiene requirements as per World health Organisation (WHO) and Ministry of Health (MoH) guidelines and;
 - 2.1.3 Minimise the risks of spread of the infection.

3.0 COMMUNICATION

- 3.1 It is critical that all employees fully comply with the following WHO and MoH recommendations for:
 - 3.1.1 Hand hygiene – Hand washing with soap and water
 - 3.1.2 Respiratory hygiene – whilst Coughing / Sneezing. Spitting is strictly prohibited.
 - 3.1.3 Social distancing as far as is reasonably practicable.
 - 3.1.4 No greeting each other by shaking hands or hugging.
 - 3.1.5 Avoiding the touching of one's own nose, mouth and eyes.

- 3.2 The relevant laminated posters must be affixed in areas where it will be clearly visible to all employees, e.g. near the clocking machine, in the messroom, near the wash basins, in meeting rooms, in the offices etc. **This is considered as critical and must be done at the earliest.**
- 3.3 To ensure that this visual communication is further reinforced, a Covid-19 induction must be carried out for all employees on all sites, offices and yard, visitors, suppliers, subcontractors, professional team. This is critical and must be carried out at the very start of resumption of work.
- 3.4 Daily reinforcement of hand hygiene, respiratory hygiene, social distancing etc must be carried out by immediate supervisors.

4.0 DISCLOSURE

- 4.1 All employees shall disclose, under confidential cover, to the Head of Site / their Head of Department or to HR, any case of infection (whether suspected or confirmed) in their family / relatives or vicinity and of which they are aware. This will be done by filling in the Resumption of Duty Disclosure Form (Covid-19).
- 4.2 This form must also be filled in by all subcontractors, visitors, suppliers, professional team.

5.0 TRAVELLING FROM HOME TO WORK AND BACK

- 5.1 Employees are encouraged to:
 - 5.1.1 use their own means of transport to come to work, as was the case before confinement or
 - 5.1.2 come to work in Company's organised transport, including RG own trucks used a means of transport for employees, where social distancing can be observed. This would mean that more means of transport will be needed.
 - 5.1.2.1 In case of company's organised transport, all service providers MUST disinfect their vehicle before ferrying employees to their place of work and back.
 - 5.1.2.2 Each service provider must display a sheet, affixed in the front of the vehicle, to show date and time when disinfection has been carried out.
 - 5.1.2.2.1 An RG employee travelling in the bus will have the responsibility of checking this sheet every morning.
 - 5.1.2.2.2 The site clerk or another designated employee, will carry out sample checks, as and when required.

- 5.1.2.2.3 An RG employee travelling in the bus will have the responsibility of checking this sheet every morning.
 - 5.1.2.2.4 The site clerk or another designated employee, will carry out sample checks, as and when required.
- 5.2 When going back home in company organised transport, employees must queue up while abiding by social distancing.
- 5.3 Wearing of face masks in the company organised transport and whilst at work will be compulsory.
- 5.4 A guideline as how to use these re-usable face masks has been produced. All employees will be inducted in the use of these face masks.
- 5.5 It is strictly forbidden to share face masks.
- 5.6 No employee shall be allowed in Company organised transport if he is not wearing his mask.
- 5.7 No employee will be allowed on site, in the Yard, at the HO without a face mask. Disciplinary action will be taken against an employee who does not wear his face mask at the place of work.
- 5.8 In order to minimise the risk of disruption, consideration must be given to the possibility of transferring employees to sites nearest their place of residence. In these difficult times, such a solution will need the full cooperation of all Head of Sites and their site management.
- 5.9 Upon reaching home, employees should be strongly advised to:
 - 5.9.1 Wash their hands thoroughly.
 - 5.9.2 Leave their clothes, bags and shoes outside of their residence.
 - 5.9.3 Have a shower immediately.
 - 5.9.4 Disinfect your mobile phone and your keys.
 - 5.9.5 Wash their face masks thoroughly upon reaching home.

6.0 SITE ACCESS

- 6.1 There must be a watchman at the entrance to every site, HO and Yard.
- 6.2 Name and address of the individual, name and address of his employer will be recorded by the watchman.
- 6.3 Employees must be wearing mask when accessing workplace.

- 6.4 Employees should restrain themselves from greeting each other by shaking hands.
- 6.5 Upon entry at place of work the following procedure must be observed:
 - 6.5.1 Employees must queue up whilst observing the social distance.
 - 6.5.2 The temperature of each employee will be taken using a non-contact frontal thermometer. An employee will be designated to carry out this task.
 - 6.5.3 The employee responsible for taking temperature of all other employees must wear face mask, disposable gloves and protective clothing.
- 6.6 Punching in / finger printing at attendance.
 - 6.6.1 Additional attendance clocking machines to be provided for sites with large number of employees.
 - 6.6.2 To avoid any risk of infection, the following procedure will be observed
 - 6.6.2.1 Social distancing to be observed.
 - 6.6.2.2 Sanitising gel or alcohol to be provided to each worker who will fingerprint in his attendance.
 - 6.6.2.3 Tissue paper to be provided for wrapping around finger in case where an attendance code is being punched in.
 - 6.6.2.4 The attendance clocking machine must be disinfected in the morning before employees' clock in and in the afternoon before employees clock out.
 - 6.6.2.5 An employee will be designated to carry out this task, and will be provided with face shield, disposable gloves, and protective clothing.

7.0 ACCESS TO MESSROOMS (APPLICABLES TO SITES, WORKSHOP AND YARD)

- 7.1 Messrooms are used for change of clothes and for food and drinks and rest.
- 7.2 It is essential that:
 - 7.2.1 All benches, tables are disinfected:
 - 7.2.1.1 In the morning before arrival of workers
 - 7.2.1.2 Before teatime
 - 7.2.1.3 Before lunch and
 - 7.2.1.4 Before departure of employees

7.2.1.5 Benches should be marked with paint, one metre distance apart.

7.2.1.6 Employees do not sit directly opposite each other, by rather diagonally.

7.2.2 Social distancing is observed

7.2.2.1 It is recommended to ensure that during staggering teatime and lunch time, employees spend time in the messroom for eating and drinking only. The employees will vacate messrooms immediately after eating and drinking. They will rest outside the messroom.

7.2.2.1.1 Having additional space, inside already erected buildings, where employees would accept to have their breaks. (where possible).

7.2.3 Employees shall not share food and drinks during this period.

7.2.4 Employees shall not share cigarettes.

7.2.5 The frontal temperature of all workers will be taken after they leave the messroom after lunch. Thus, the temperature of all employees will be taken twice a day.

8.0 WORK ACTIVITIES

8.1 All employees must wear their masks whilst working.

8.2 Disciplinary action will be taken against employees who do not wear their face masks at their place of work.

8.3 There should be no sharing of PPE amongst workers (gloves, goggles etc)

8.4 All employees on sites, yard and workshop must continue wearing their PPE.

8.5 Teams should as far as reasonably practicable observe social distancing. Avoid direct contact. Avoid non-essential physical close work.

8.6 It is recommended to have teams of lesser members, as far as reasonably practicable.

8.7 Sharing of tools, equipment should, as far as reasonably practicable, should be avoided.

8.8 Small electric tools such as grinders, breakers, circular saws, drilling machines etc must be disinfected before being shared, and when returned to stores after the day's work.

8.9 It is recommended that one-way access pathways, one-way staircases are identified on site such that there is least contact / interaction between employees.

- 8.10 All employees to strictly observe respiratory hygiene – i.e. coughing, sneezing into tissues which are then disposed of in a closed bin. No spitting.
- 8.11 In offices, it is recommended to avoid using A/C and open all windows and doors to facilitate air circulation.
- 8.12 All drivers delivering materials, letters to site must also wear all relevant PPE and follow all hygiene guidelines, social distancing etc.

9.0 VISITING SITE TRUCK SHOP

- 9.1 It is recommended that as far as reasonably practicable, truck shops should **NOT** be operational until it is deemed to be safe on site, that is they have provided proof that they are observing all health guidelines as elaborated by Ministry of Health or other relevant authorities.
- 9.2 In case of truck shops that are operational, all hygiene guidelines and social distancing must be observed.
 - 9.2.1 Trucks shops must sell food that has already been wrapped.
- 9.3 Employees must be encouraged to bring food from home.

10.0 VISITING STORES

- 10.1 Social distancing must be observed whilst queueing up for collection of tools and equipment.
- 10.2 Storekeepers and their helpers to disinfect the handles of all tools and equipment before issuing them out.
- 10.3 Paperwork, i.e. signing of books by employees should be avoided. The storekeeper should keep track of who has borrowed what and who has returned what.
- 10.4 Store Issue Vouchers from supervisors to storekeepers must also be put on hold as far as is reasonably practical. Other means of verbal communication must be elaborated on site.

11.0 HANDWASHING

- 11.1 Additional Washbasins will be supplied to sites.
- 11.2 Sites must ensure that all plumbing and disposal of wastewater to soakaways is carried out at earliest and in a safe manner.
- 11.3 Employees should wash their hands thoroughly with soap and water:
 - 11.3.1 Before and after eating.
 - 11.3.2 Before leaving site to return home.

- 11.3.3 Before and after using the toilets.
- 11.4 The handwashing must be done as per the posters and as per videos shown during induction.
- 11.5 Employees on wages, who have been provided with soap and towels, must bring their own soap and towels.
- 11.6 Soap and paper must be provided for others.
- 11.7 Whilst washing hands at wash basins, specially provided for, social distancing must be observed.

12.0 DISINFECTION – SITE AND OFFICE

- 12.1 The outsourcing of the cleaning of offices, toilets etc on sites must be considered.
- 12.2 It is essential that all touch points such as tables, chairs, door handles, telephones, handrails on stairs, photocopying machines etc be disinfected at least twice a day, before work start and at 12h00.
- 12.3 Where possible one employee must operate the photocopying machine, to avoid contamination. This employee must also observe all hygiene guidelines and observe social distancing.
- 12.4 Each employee must clean and disinfect his / her own table.
- 12.5 An employee must be officially designated for cleaning of offices. This employee will be provided with normal gloves and face masks.
- 12.6 The selected employee must be inducted as to how to perform these activities.
- 12.7 Each employee must be responsible for disinfecting his laptop / PC. (keyboards, screen).
- 12.8 Rubbish removal must be carried out twice a day.

13.0 DISINFECTION TOILETS, WASHBASINS

- 13.1 Toilets and washbasins must be thoroughly disinfected at least 4 times a day.
- 13.2 An employee must be designated for the disinfection of toilets and wash basins.
- 13.3 The selected employee must be given an induction on how to carry out the disinfection properly.
- 13.4 He should be provided with appropriate PPE – gloves, face shield and a plastic overall.

14.0 MEETINGS

- 14.1 Meetings with external parties should be by video conference must be given preference.
- 14.2 As far as possible site walks should be preferred to face to face meetings in a closed room and social distancing should be observed.
- 14.3 For absolutely necessary meeting, only relevant participants should attend. E.g. Internal site meetings could be carried out by zones.
 - 14.3.1 Attendees should abide by social distancing guideline.
 - 14.3.2 Rooms should be well ventilated to allow air circulation.
 - 14.3.3 Consider holding meetings in open areas where possible.
- 14.4 Visitors must follow all hand hygiene, respiratory hygiene, social distancing procedure prior, during and after the meeting.
- 14.5 In order to facilitate any contact tracing that might arise, at a later stage, it is essential that list of attendees to a meeting must be formally recorded.

15.0 COMPANY VEHICLES AND PLANT

- 15.1 Drivers and operators shall be responsible for the cleaning and disinfection of their vehicles and plant.
- 15.2 Drivers and operators should be wearing facemasks when they are on duty.
- 15.3 Drivers and operators should observe hand hygiene, respiratory hygiene and social distancing as far as is practically reasonable.

16.0 VULNERABLE EMPLOYEES & EMPLOYEES WITH UNDERLYING HEALTH CONDITIONS

- 16.1 If an employee is suffering from diabetes, high blood pressure, cardiovascular disease or any other underlying health conditions as defined by medical specialists, the employee may be described as forming part of the vulnerable group. Age may also be a consideration with the 60+ age group also deemed to be vulnerable.
- 16.2 It is strongly advised that employee fitting above criteria voluntarily discloses to the employer about his condition.
 - 16.2.1 It would be recommended that this employee work, as far as reasonably practicable, on his own.
 - 16.2.2 In case this is not possible, the employee must observe the social distance at all times.
- 16.3 If an employee decides to stay home during this post confinement period, this will be considered as Annual leave. If employee has no Annual Leave then, exceptionally, deduction might be considered from his 2022 entitlement.

17.0 EMPLOYEE HAS A TEMPERATURE OF MORE THAN 37.5 °C UPON REACHING WORK

- 17.1 Employees are advised to check their body temperature before leaving home.
- 17.2 The Company will immediately contact the Hotline 8924, to seek medical advice, in cases where an employee, upon reaching work, has a frontal temperature of more than 37.5°C. The Company will follow the instructions of medical personnel.
 - 17.2.1 Employee will not be allowed on site.
- 17.3 Absence from work will be considered as sick leave provided the pre-requisite notice is given failing which disciplinary action applies.
- 17.4 In case employee is absent from work after resumption of duty due to sickness- fever, coughing- Site Clerk/ HoD to contact the person or his relatives by phone to know if he has been infected or not. This will help in contact tracing if the employee has been tested positive.

18.0 EMPLOYEE IS UNWELL DURING WORKING HOURS

- 18.1 The Company will contact the Hot Line 8924, to seek medical advice.
- 18.2 If the medical authorities so advise, the Company will transport the employee who is unwell (high temperature, problem breathing) to the nearest flu clinic.
- 18.3 Any subsequent leave will be considered as sick leave.

19.0 EMPLOYEE IS UNWELL BEFORE LEAVING HOME

- 19.1 Employee is instructed not to come to work and to seek medical care at the earliest.
- 19.2 Leave will be considered as sick leave.

20.0 EMPLOYEE HAS DISCLOSED THAT AT LEAST ON PERSON IN HIS VICINITY HAS BEEN INFECTED BY COVID-19 AND HE HAS BEEN TESTED NEGATIVE

- 20.1 As far as reasonably practicable this employee must be requested to work on his own.
 - 20.1.1 If this is not reasonably practicable then employee should work in a team whilst strictly observing all hygiene guidelines and social distance.
 - 20.1.2 If employee wishes to stay home and self-isolate, this will be on sick leave.
- 20.2 The temperature of this employee must be checked at least twice a day.
- 20.3 The employee must inform his HoS / HoD/ HR as soon as he is feeling unwell.

21.0 IF AN EMPLOYEE WHO HAS ATTENDED WORK IS FOUND TO BE POSITIVE FOR COVID-19

21.1 The instructions from authorities (Ministry of Health) will be strictly followed.

22.0 ISOLATION ROOM ON SITE AND AT HEAD OFFICE

22.1 A room should be identified on each site and at head office, in case an employee should be maintained in isolation pending transfer to appropriate medical facilities as instructed by authorities.

22.2 This room should have been thoroughly disinfected before and after visit of employee who is unwell.

23.0 SUBCONTRACTORS, SUPPLIERS, VISITORS, PROFESSIONAL TEAM

23.1 All subcontractors must submit to RG their protocol outlining how they will address and enforce hygiene issues for their employees on RG sites.

23.2 All the above-mentioned group must provide for all the relevant protection, face masks, gloves etc.

23.3 Subcontractors and suppliers must provide their employees with appropriate sanitising gel / disinfectant. As far as reasonably practical, sub-contractors must be allowed onsite once the site has been declared safe and ready to resume work.

23.4 No one from the above-mentioned group will be allowed on RG sites, if they do not have face cover.

23.5 All visitors, suppliers, members of professional teams must abide by all hygiene guidelines when they visit RG sites.

23.6 The above group must also be inducted before accessing RG sites.

24.0 FOREIGN WORKERS LIVING IN DORMITORIES

24.1 On sites and in Company organised transport:

24.1.1 The foreign employees will follow all the same precautions about hygiene and safety on site as local workers.

24.2 In dormitories:

24.2.1 As far as is reasonably practicable, the frontal temperature of every foreign employee will be taken every morning on weekdays.

24.2.1.1 The Hot line 8924 will be called for advice, in case of any employee having a frontal temperature higher than 37.5°C. In the meantime, he will be placed in the isolation room so identified.

- 24.2.2 Foreign workers must be strongly advised to have a shower every day after work, to clean their shoes, face masks and clothes.
- 24.2.3 An isolation room must be identified, disinfected and maintained so that if any foreign employee, is unwell, he can be transferred to this room and avoid any contact with his other colleagues.
- 24.2.4 In case a foreign employee feels unwell – high temperature, coughing, breathing problems- employee must call the Hot Line 8924, immediately to seek medical advice.
- 24.2.5 The foreign employee must then be transferred to appropriate medical facilities as instructed by medical authorities for medical examination. As instructed by medical authorities, ambulance or company transport will be used.
- 24.2.6 There must be a general disinfection of whole dormitory immediately after the post confinement period.
- 24.2.7 This must be followed by daily disinfection all common areas, including toilets, bathrooms, washbasins, stairs etc.

25.0 HOTLINES

8924 – DURING WEEKDAYS – FROM 9H00 -16H00

AFTER WORKING HOURS AND DURING WEEKENDS

8925 – Dr A.G. JEETOO HOSPITAL – PORT LOUIS

8926 – SSRN HOSPITAL – PAMPLEMOUSSES

8927 – FLACQ HOSPITAL – FLACQ

8928 – VICTORIA HOSPITAL – CANDOS

8929 – J. NEHRU HOSPITAL – ROSE BELLE

26.0 FORMS

- 27.1 Resumption of Duty Disclosure Form (Covid-19). (Available On Sharepoint)



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RESUMPTION OF DUTY DISCLOSURE FORM (COVID-19)

RG EMPLOYEE DETAILS / COMPANY DETAILS FOR SUPPLIERS, SUBCONTRACTORS, VISITORS, PROFESSIONAL TEAM					
Family Name					
First Name					
Age		Contact Number			
Trade			Site		
DO YOU SUFFER FROM ANY OF THE FOLLOWING?					
Diabetes		High Blood Pressure		Cardiovascular Disease	
Other Illness:					
If Yes, Since when?					
Is there any one in your home / your close vicinity who:					
a. Has been in quarantine					
b. Has been infected by Covid-19					
If Yes: provide additional details					
a. Who					
b. When					
Is there anyone in your home / close vicinity who has a high temperature / is coughing / has trouble breathing? (Yes/No).....					
If Yes: provide additional details					
a. Who					
b. When					
Have you recently been in contact with anyone who has travelled overseas recently? (Yes/No).....					
If Yes: provide additional details					
a. Who					
b. When					
Have you recently travelled overseas? (Yes/No).....					
If Yes, which country When					

ANY OTHER INFORMATION YOU WANT TO PROVIDE

CONSENT
I certify that above information is correct and has been given voluntarily. I have been informed that the above information will not be disclosed without my prior approval.
Full Name :.....
Date :..... Signature:.....

NOTE: The company will consider the above information as private and confidential and will use it only for the purpose intended.



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**FORMULAIRE PU REPRISE TRAVAIL
(COVID-19)**

INFORMATION TRAVAYEUR RG / COMPANIE POU BAN FOUNISSEURS SOU-CONTRACTEURS, VISITEUR, LEKIP					
Nom Fami					
Prenom					
L'age		Numéro - Portab			
Ki poste ou occupé:		Chantier			
ESKI OU P SOUFFERT PAR:					
Diabet		Tension Haute		Maladie Cardiac	
Lezot Maladie:					
Si oui, depi kan?					
Eski ena Kikaine dan ou lacaz / L'entourage ki:					
a. Ti dan karantaine					
b. Ti infecté par virus Covid-19					
Si Oui: done plis detail.					
a. Kisanla					
b. Kan					
Eski ena Kikaine dan ou lacaz / L'entourage ki ena tension haute / pe tousser / ena problem respiration? (Oui / non)					
Si Oui : done plis detail.					
a. Kisanla					
b. Kan					
Eski ou ti ena contact avek kikaine ki souvent visite lezot pays? (Oui / non)					
Si Oui: done plis					
a. Kisanla					
b. Kan					
Eski recement ou finn voyager? (Oui/non)					
Si Oui, ki pays Kan					

ESKI OU ENA LEZOT INFORMATION OU P ENVI DONER

CONSENT
Mo certifier ki ban information la li bon Et mo finn donn sa bann information la volontaireman. Compagnie ine informe moi ki ban information la pu rest confidentiel.
Nom complete.....
Date :..... Signature:.....

NOTE: La Companie pu considère sa ban informations la comme privées et confidentielles.